



Foreign Affairs Manual

3 FAH-1 — Personnel Operations Handbook

Change Transmittal: POH-151

Date: February 27, 2012

3 FAH-1 H-3420 SICK LEAVE

Changes

1. This Change Transmittal issues the following revisions to 3 FAH-1 H-3420:
 - **3 FAH-1 H-3424.2, Limitations:** See 3 FAM 3428.1 for *limitations* on advance sick leave;
 - **3 FAH-1 H-3425.1, General, subparagraph (4):** *Provide care for a family member who, as determined by the health authorities having jurisdiction or by a health provider, jeopardizes the health of others by that family member's presence in the community because of exposure to a communicable disease;*
 - **3 FAH-1 H-3427, Interaction with the Voluntary Leave Transfer Program (VLTP):** Once an employee has exhausted his or her entitlement to use sick leave *to care for a family member with a serious medical condition*, the employee would be *permitted to use any leave donated* under the Voluntary Leave Transfer Program (VLTP) provided *he or she* satisfies the other requirements of the VLTP *(including the exhaustion of other available paid leave; see 3 FAM 3340). Donated leave is annual leave that must be used for the VLTP-related medical emergency, but its use does not count against the limit on the amount of sick leave that may be used to care for a family member with a serious medical condition;* and
 - **3 FAH-1 H-3428, Interaction with the Family and Medical Leave Act (FMLA), paragraph b:** *The amount of accrued sick leave an employee may substitute for unpaid leave under the FMLA to care for a covered service member may not exceed a total of 26 administrative workweeks in a single 12-month period (or, for a part-time employee or an employee with an uncommon tour of duty, an amount of sick*

leave equal to 26 times the average number of hours in his or her scheduled tour of duty each week; see 5 CFR 630.480). Sick leave used for this purpose does not count against the 480-hour limit on sick leave that may be taken to care for a family member with a serious medical condition (see 3 FAM 3423, subparagraph a(4)).

2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Human Resources Office of Employee Relations Work Life Division (HR/ER/WLD). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAH-1 H-3420 (CT:POH-140; 12-17-2009) and insert revised subchapter 3 FAH-1 H-3420 (CT:POH-151; 02-27-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:POH-151, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.